

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF UTAH

MEMORANDUM

TO: Bankruptcy Practitioners  
Pro Se Debtors

FROM: United States Bankruptcy Court Clerk

SUBJECT: Chapter 7 Checklist

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Minimum Requirements at Time of Filing

- ☐ check/cash/money order/credit card payment for \$274.00 (**The Court cannot accept a check from debtor[s]**)

**Original only** of the following:

- ☐ Mailing matrix
  - creditor listing in alphabetical order with correct addresses, not to exceed 4 lines in Courier 10, Prestige Elite or Letter Gothic font. Local Rule 5005-1(c).
  - NOTE: Please e-mail matrix; instructions on Court's website [www.utb.uscourts.gov](http://www.utb.uscourts.gov)
- ☐ Mailing matrix of domestic support creditors, if any, as defined in § 507(a)(1)(A) and (B), formatted as above
- ☐ Statement of Social Security Number (Official Form 21)
- ☐ Petition (Official Form 1 Revised 10/05), signed by debtor(s) and attorney/petition preparer (with § 342(b) certification)
- ☐ If an individual,
  1. certification on the petition that debtor received prefiling budget and credit counseling during the 180-day period before the petition was filed, AND a certificate from the counseling agency describing the services provided to the debtor and copy of the debt repayment plan, if any, developed through the agency as required by § 521(b); OR
  2. a request for waiver under § 109(h)(3)(A) on the petition, AND file a separate application for exemption and a pending order granting the application, OR
  3. a request for determination under § 109(h)(4)
- ☐ If corporation, verification on behalf of corporation

OVER

Additional Filing Requirements

(must be filed within 15 days after filing the petition)

**Original only** of the following:

- ☐ Statement of Financial Affairs (Official Form 7 revised 10/05)
- ☐ Schedules A through J, Summary of Schedules and Perjury Statements for Schedules signed by debtors (Official Form B6 revised 10/05)
- ☐ Statement of Intention, if required under § 521 of the Code (due within 30 days)(Official Form 8 revised 10/05)
- ☐ Statement disclosing compensation paid or promised to be paid to the attorney for the debtor
- ☐ Statement of Current Monthly Income and Means Test Calculation (Official Form 22A)
- ☐ Statement re: Notice to Debtor (Official Form 19A)
- ☐ Copies of all payment advices or other evidence of payment received within 60 days before the date of the filing of the petition, by the debtor from any employer of the debtor, or a statement under penalty of perjury concerning payment advices
- ☐ Record of any interest that debtor has in an education individual retirement account or a qualified State tuition program as set forth in § 521(c)

Refer to Standing Orders #1 and 2; Local Rule 5005-1 for Filing Papers-Requirements

If the debtor is an individual, the debtor must also provide to the trustee not later than 7 days before the date first set for the first meeting of creditors, a copy of the Federal income tax return for the most recent tax year ending immediately before the commencement of the case.